

BOARD OF SELECTMEN

January 8, 2013

Minutes

The Board of Selectmen met on Tuesday, January 8, 2013 at 7:00 p.m. in the Town Hall Clark Room. Those present were Selectmen Peter Scavongelli, John Gorecki, John D. Williams, Timothy F. Hult, and Douglas A. G. Stevenson. Town Administrator Timothy D. Goddard was also present.

Town Administrator Report

1) Mr. Goddard said the Board is in receipt of a letter from a Nowell Farme Road resident requesting that a stop sign be placed at that roadway's intersection with Long Ridge Road for safety reasons. Mr. Goddard said he discussed this matter with Chiefs Flannery and Fisher and DPW Superintendent Gary Davis. Police Chief Fisher submitted a letter stating his opinion, which was supported by Chief Flannery and Gary Davis, that a traffic control device may be appropriate at this time. Mr. Goddard noted that the placement of a new stop sign is a decision made by the Board of Selectmen however he suggested that perhaps the Board would like to hear from the residents of Long Ridge Road on this matter before making a decision. Mr. Hult agreed that input from these residents is important and he suggested placing a brief article in the *Carlisle Mosquito* relative to this matter and encourage residents to respond. Mr. Stevenson was concerned about placing stop signs randomly, at the request of one resident.

2) Mr. Goddard said the Town is in receipt of a copy of a letter from the Chelmsford Water District informing the Chelmsford Conservation Commission of a decision made by the Board of Water Commissioners of the Chelmsford Water District on Dec. 12, 2012. He said the Water District has decided to temporarily suspend its efforts in pursuing the proposed well field at the Barnes Terrace location. Mr. Goddard said a copy of this letter has been forwarded to Attorney Frank DiLuna, the special counsel assisting the Carlisle Conservation Commission in this matter. Mr. Goddard said Conservation Commission chair Kelly Guarino is present tonight to discuss this matter. Kelly said the Conservation Commission has not discussed this issue yet because they have not met since the letter was received. Kelly said the Carlisle Conservation Commission meets with the Chelmsford Conservation Commission regularly and their next scheduled meeting is at the end of this month. She was hopeful that this topic would be on the agenda for discussion. In regard to Attorney DiLuna, she said he suggested gathering all correspondence and public records with the Chelmsford Water District. In response to Mr. Williams, Kelly said she was not sure how this decision may affect the lease. Mr. Hult said the last time we talked about this we were not aware of what the impact would be on the Town of Carlisle if a water field was placed on the Barnes Terrace and the net of that would be to require additional testing. He said the point he was making was, in the interim, whatever work is necessary to be prepared when they come back to this matter again, we will have adequate materials ready.

3) Mr. Goddard attached a copy of a recently completed Mass. Municipal Association survey of Massachusetts cities and towns regarding the level of Ch. 90 funding for repairs to local roadways. He said the Town of Carlisle is one of 229 communities that participated in the survey. He noted that the survey indicates that Ch. 90 funding covers approximately 36% of the actual needs for roads and infrastructure repairs, which means many communities are forced to defer much-needed repairs. Mr. Goddard said the lack of maintenance usually means that roads degrade to the point where only a full reconstruction will suffice which adds significantly to the cost. Mr. Goddard said since the Mass. Municipal Assoc. will be lobbying this

Board of Selectmen

January 8, 2013

1

Approved: 1/22/13

year to commit to a higher level of Ch. 90 funding, perhaps the Town may consider adding its voice to these lobbying efforts. Mr. Hult said that the Governor's primary initiative this year is going to be transportation.

4) Mr. Goddard said the Investment Advisory Committee is in the process of scheduling a future meeting however there has been a question about the membership and terms of those on the committee. Mr. Goddard said at a meeting in January 2012, the Board voted to make the Investment Advisory Committee a permanent committee, but did not appoint the members. He said the best course of action tonight would be to appoint the list of members we have now until June 30, 2013 and take further action when we make the annual appointments in June.

On a motion made by Mr. Williams and seconded by Mr. Stevenson it was unanimously **VOTED** to appoint the following to the standing [Investment Advisory Committee] committee for a term to end on June 30, 2013: John Williams, Larry Barton, Priscilla Dumka, Michael Fitzgerald, Anna Rosas, David Verrill, Mary Storrs, Andrew Martin and Michael Bishop.

Community Input

Mr. Stevenson spoke briefly about the passing of former Selectman David Stewart. He said Mr. Stewart served on the Board of Selectmen for two terms during the late 1970's and the early 1980's. Mr. Stevenson said Mr. Stewart volunteered in many capacities for the Town. Mr. Stewart and his family moved to Shirley where he was the founder and publisher/editor of the local newspaper, the **Shirley Volunteer**. Mr. Stevenson offered sympathy to Mrs. Stewart and her family.

Board of Selectmen/Finance Committee Coordination Meeting

Finance Committee chairman Jerry Lerman, Finance Committee member Michael Bishop and Finance Director Larry Barton were present for this discussion. Jerry said the FY14 Budget Guideline letters were sent to all of the Town Departments last month. He said the FinCom will soon begin to meet with the Departments to see if they can abide with the guideline budget, or if they have issues.

Jerry began by explaining the revenue amounts for the FY14 Guideline, which total \$27,005,388. For expenditures, Jerry said the FinCom started off by assuming that each Department would have the same appropriation as in the prior year with an allowance for a 2.25% cost of living increase and for steps and salary changes. Jerry said the total expense number is \$25,906,621. Jerry pointed out that the debt service increased from \$784,966.00 to \$1,778,408.00. He said that is a \$1million increase due to our school building project. Jerry brought the Boards attention to how this will have an impact on taxes. He said Larry has prepared some documentation noting that the current FY'14 guideline budget would require that the Town raise \$23,439,226, mostly due to debt service requirements. He said they have anticipated that the FY14 tax bill for an average home will go up by 7.45%.

Jerry said we have an excess levy capacity, we have \$2.3million in Free Cash, and \$2million in the Reserve Fund, so we are in a good financial position, however if we take advantage of the excess levy capacity there will be a noticeable affect on the residents' tax bills. He said therefore it is the Finance Committee's position that the Town should be as conservative as possible with allocating the excess levy capacity.

In response to Mr. Stevenson, Larry said the increase in debt we are seeing this year is primarily due to the Carlisle Public School. He added that most of the debt service is coming from our own Public School bonding, which is about \$1.2million.

In response to Mr. Stevenson, Jerry said the guideline budget has taken into consideration all of the wage and classification and step increases but not contracts.

Jerry said there were a few issues that needed to be resolved with some of the departments and he wanted to discuss them with the Board. He said the FinCom has spoken with the Police Department about an additional \$25,000 that was for more hours and fuel costs. Jerry said the Council on Aging also has requested \$25,000 for additional hours. He said the Fire Department is negotiating for increased compensation and additional secretarial hours. Jerry said the Board of Health has some issues with their revolving account that need to be addressed. He said the Town Accountant may need additional funds for consulting.

Jerry said the Library Septic System will cost about \$32,000.00.

Jerry said there were two items that the FinCom would like some guidance on from the Board of Selectmen.

Board of Selectmen

January 8, 2013

2

Approved: 1/22/13

The first one was the Housing Coordinator position. Jerry said the FinCom did not put any funds into the budget to cover this position. He said that the Finance Committee voted to essentially suggest that this position continue to be funded by CPA dollars rather than putting it in a line item in one of the Town budgets. Mr. Williams said that using CPA funds to pay for a salaried position is considered not illegal but unwise.

Jerry said his understanding is that the work for Benfield is almost done. He suggested paying for part of this position with CPA money and the other with Town money. Mr. Gorecki commented that it was his impression that the CPA money was to be used for projects, not for paying the salaries of employees.

Jerry said the other item the FinCom wanted to discuss was the OPEB Liability. He said the Town has created a place to put OPEB contributions several Town Meetings ago however we have not elected to put any money into it. Larry noted that there was an article in the Beacon periodical that indicated there would be changes/recommendations from the State regarding OPEB. Jerry said, absent from any guidance from the Board of Selectmen, the FinCom has not set aside any contribution for OPEB to the budget. Mr. Hult said in the discussion he attended with Rep. Atkins, it was learned that some Towns are starting to actively talk about this in terms of a real liability and proposing potential funding mechanisms. He said our liability will not change; however he suggested that we wait and understand what the State is going to do. He said then we can talk about a few different strategies.

Mr. Hult commented on the Housing Coordinator position. He said if we are going to have a paid position on the staff, it should be in the operating budget.

Mr. Scavongelli suggested sharing the cost for this position with the CPA and the operating budget. Mr. Williams said the chairman of the Community Preservation Committee indicated he did not believe the committee would support funding this position under the CPA. Jerry said if the cost for this position goes into the operating budget, which department will it go under? Mr. Stevenson said it will go under the Town Administrator.

Mr. Scavongelli added that the Personnel Board is looking for \$20,000 to refresh the wage and classification study.

The Finance Committee will meet again with the Board of Selectmen on February 12th to discuss the FY14 Budget.

Liaison Reports

Mr. Hult spoke about the meeting he attended where Rep. Cory Atkins was present. He said there was a discussion regarding medical marijuana. He explained that there will be five (5) dispensaries in each county. He noted that there are many big cities in our county, so it is unlikely that Carlisle will be chosen as dispensary site.

Mr. Hult said the Governor has stated that transportation funding is going to a central part of this next term. He said no one is really sure where this is going to go. In terms of revenues, it was noted that December was a very good month. Mr. Hult said the Governor has a proposal to centralize Housing Authorities into regional groups. He said that no one thought that was a good idea.

On a final note Mr. Hult said there was considerable discussion on safety in our schools. He said Rep. Atkins asked that each community have a good plan for safety and incidences in the schools and she would like each community to provide input to her regarding their plan.

In regard to the Concord-Carlisle High School, Mr. Hult said the Building Committee is meeting tomorrow. He said the Building Committee has not received notification from the State relative to funding of the School project. Mr. Hult said there was a letter from the Building Committee that the Special Education Commission has signed off on the Special Education facilities in the new building.

Mr. Stevenson said Carlisle Public School Superintendent Dr. Joyce Mehaffey has announced that she will retire in June. He said the School Committee has discussed the Search Committee process.

Mr. Stevenson said the School Building Committee is now meeting only once a month. He said they will be meeting this Thursday so he had nothing new to report at this time.

Mr. Williams said the Community Preservation Committee will be meeting on February 11th. He said they have three applications for consideration so far. They are: 1) Elliott Preserve (\$150,000 to \$180,000), 2)

Board of Selectmen

January 8, 2013

3

Approved: 1/22/13

Housing Trust request (to be discussed later), 3) Recreation Commission request for a boardwalk at Banta Davis.

Mr. Scavongelli spoke about the Highland Committee. He said the recommendations remain as discussed at the last meeting. Mr. Scavongelli said a walk-through was scheduled on Wednesday, January 9th for the interior of the building.

Energy Task Force

Dan Cook, chairman of the Energy Task Force gave the Board an update on the Carlisle Green Communities Program. Dan reported that Carlisle is getting warmer in the winter and cooler in the summer. Dan gave a presentation on the projects that they have been working on and he showed how they are continuing to monitor all the energy use in Town.

Dan said one of the big projects is the Carlisle Town Hall Energy Management System. He said they have made significant improvements to the comfort of the building and energy efficiency. He said it is almost complete and most of the equipment is installed.

Dan said 17 exterior LED lights were placed in the School and Town Hall parking lots. He said Vending Misers and Plug Load Electric strips were placed in the School. Motion sensor lights were put in Town Hall.

Dan said the next step was helping the people in Town reduce energy costs. He said a Memorandum of Understanding was signed with Mass. Save Free Energy Audits. He said NStar and National Grid will come to your home and perform a free energy audit. He said 91 residents have signed up for this service and 73 actually participated in the process. The number to call for the MASS SAVE Energy Audit is (888)867-8729.

Dan said they were also working on placing a 10kw Solar Electric Photovoltaic (PV) System on the new School however there have been some snow issues so they are trying to move it to another location, such as on top of the gym.

Dan spoke about future Carlisle efficiency projects. He said they would like to work on the Town Hall Boiler and add insulation to the Town Hall attic. Other future projects were: exterior lighting for the Police, DPW and Fire Department; Library interior and exterior lighting; instantaneous hot water heaters; water treatment plant; and, Carlisle School energy management system upgrades.

Mr. Scavongelli thanked Dan for the good news in his presentation.

Discussion of proposed Plowing Policy

Mr. Stevenson and Mr. Goddard jointly prepared a Snow Plowing and Sidewalk Plowing Policy (attached hereto) that was presented tonight for the Board's review. Mr. Scavongelli asked if Gary Davis, DPW Superintendent and the Planning Board Chair have had the opportunity to review this draft policy. Mr. Goddard said Gary reviewed this document and made several changes and additions to same. He added that he shared a copy of the policy with the chair of the Planning Board however he was not sure if he would be present tonight with any comments. Mr. Stevenson said this document is a beginning and he thought perhaps there was some information that did not belong in the policy. There was some good information about how the DPW operates that could be posted on the Web-site. Mr. Stevenson said he would like to consolidate this document.

Mr. Hult said the policy should include, 'what is plowed [which is specifically town roads], certain pathways, and the liability of the Town, and the procedure of the DPW'. He added that it should include that the DPW reserves the right to change the procedure.

The Board discussed which paragraphs would remain in the policy and which information would be considered for posting on the DPW website.

Mr. Stevenson said the policy will be consolidated based on the input from this discussion and the Board will take into consideration any input from any other Board. He said this document should be in final form for the next meeting.

Greenough Barn Committee – Committee charge

Mr. Gorecki said he made a few minor changes to the Greenough Barn Committee Mission Statement. The changes were in the composition of the committee. Mr. Gorecki suggested that there be one member from

Board of Selectmen

January 8, 2013

4

Approved: 1/22/13

the Board of Selectmen, one member from the Conservation Commission, and one member appointed by Carlisle Conservation Foundation. He said he would like to be the Selectmen's representative on this committee.

On a motion made by Mr. Williams and seconded by Mr. Stevenson, it was unanimously **VOTED** to approve the Greenough Barn Committee Mission Statement presented tonight. [attached hereto]

Mr. Stevenson said he was concerned that the Greenough Barn would become another building that we restore and then are trying to find uses for it. Mr. Gorecki said the purpose of the committee is to try to find a solution for the Barn, which might include taking it down. He added that it did not necessarily mean spending a million dollars on restoring it.

New Business

Mr. Williams spoke to the Board about the Community Preservation Committee application [attached hereto] that was given to the Board for review over the weekend. He said this proposed application will be sponsored by the Carlisle Affordable Housing Trust and the Board of Selectmen. He said Greg Peterson, Chairman of the Affordable Housing Trust is present tonight to discuss this application.

At 9:20 p.m. Greg Peterson called the Affordable Housing Trust meeting to order. Greg explained the contents of the application for the CPA funds, which were for Community Housing. He said that there are a number of requests here for community preservation funds. Greg said these funds would have a three-year life span. He said in a broad outline, there are a couple of potential numbers we are dealing with; one is \$95,000 the other is \$145,000. Greg explained that the difference between these numbers is the cost of the *water supply well studies and exploration* at Banta Davis for \$50,000. He said there would be a place-holder for this item. Greg said the rest of the money adds up to \$95,000 which includes: \$15,000 for expenses for the Goff Property; \$20,000 to study the tie-in to the WWTP for the Goff property and/or Banta Davis; \$15,000 for a traffic study at Goff and Banta Davis; \$20,000 for administrative expenses; and, \$25,000 for ongoing search for and evaluation of additional parcels suitable for Affordable Housing.

Greg re-iterated that any unspent money will go back to the Community Preservation Committee.

In response to Mr. Scavongelli, Greg said he was looking for the Boards approval to submit the application to the Community Preservation Committee.

On a motion made by Mr. Williams and seconded by Mr. Hult, it was unanimously **VOTED** that the Board of Selectmen approve the submission of the Housing Trust Project Application to the Community Preservation Committee as presented tonight.

On a motion made by Mr. Stevenson and seconded by Mr. Williams, it was unanimously **VOTED** that the Carlisle Affordable Housing Trust approves the submission of the Housing Trust Project Application to the Community Preservation Committee as presented tonight.

At 9:35 a motion was made by Mr. Stevenson and seconded by Mr. Williams to adjourn the Carlisle Affordable Housing Trust meeting. The vote was 5 yes 0 no.

Minutes

On a motion made by Mr. Stevenson and seconded by Mr. Williams, it was unanimously **VOTED** to approve the Minutes to the Board of Selectmen's meeting of December 18, 2012.

The meeting adjourned at 9:36 p.m.

Respectfully submitted by Margaret Arena